

# Environmental Standard Operating Procedure

Originating Office: <b>Natural Resources and Environmental Affairs Office</b>	Revision: 01 Oct. 2014 Supersedes: 01 March 2013	Prepared By: NREA	Approved By: CETEP Support
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## **Title: Annual Environmental Training Plan**

### **1.0 PURPOSE**

The purpose of this Standard Operating Procedure (SOP) is to provide and establish the responsibilities of an Environmental Compliance Coordinator (ECC).

### **2.0 APPLICATION**

This guidance applies to those individuals who develop the environmental training plan for their unit aboard Marine Corps Air Ground Combat Center (MCAGCC) Twentynine Palms.

### **3.0 REFERENCES**

- MCO P5090.2A Ch.3
- CCO 5090.2A

### **4.0 PROCEDURE**

#### **4.1 Discussion:**

The Environmental Compliance Coordinator (ECC) is expected to ensure that his/her unit receives the required environmental training. Training needs to be documented and approved by the command.

#### **4.2 Operational Controls:**

The following procedures apply:

1. The ECC must develop and maintain an Annual Environmental Training Plan. A signed copy shall be submitted to MAGTFTC, MCAGCC's Comprehensive Environmental Training and Education Program (CETEP) Office at Natural Resources and Environmental Affairs (NREA).
2. The training plan will list all practices that the unit will receive training on. The ECC can track the unit's practices with Appendix "A", located within this ESOP.

3. The training plan applies to all personnel aboard the installation including all military and civilian personnel whose job duties involve environmental practices.
4. The training plan shall be planned and designed by fiscal year.
5. The training plan shall incorporate unit or work section training schedules, holidays, and deployments.
6. The training plan shall be developed by the ECC using the following specific steps:
  - a. Identify which environmental practices are applicable to the unit and their operations.
  - b. Identify which billets and employees are impacted by environmental training requirements.
  - c. Identify any environmental training requirements associated with each billet.
  - d. Develop block training list by billet.
  - e. Incorporate any applicable training requirements from the ESOP's into their ECC folder under the section call training.
  - f. Incorporate any environmental training requirements into the activities' annual training plan and create a training record for individual employees.
  - g. Submit a copy of signed Annual Training Plan to MCAGCC's CETEP Office.
  - h. Oversee the execution and documentation of Annual Training Plan.
7. Training may be conducted via ESOPs, computer based training, or classroom/stand-up instruction.
8. Required training shall be completed by personnel in the required time frame based on their environmental duties (e.g. annual refresher training must be done within a year's time, not a year and a half).
9. The training plan shall be maintained and ready for inspection at all times.
10. Turnover folder information must be kept for this Standard Operating Procedure (SOP).
11. If there are any specific situations or other concerns not addressed by this procedure, refer to CCO 5090.2A or contact the CETEP Support at 830-6603.

#### **4.3 Documentation and Record Keeping:**

The following records must be maintained for the following:

1. Appointment Letter
2. Annual Training Plan
3. Completed training records

#### **4.4 Training:**

All affected personnel must be trained in this Standard Operating Procedure and the following:

1. Hazard Communication training.
2. General Environmental Awareness training.

#### **4.5 Emergency Preparedness and Response Procedures:**

N/A

#### **4.6 Inspection and Corrective Action:**

The Environmental Compliance Coordinator (ECC) shall designate personnel to perform inspections. The ECC shall ensure deficiencies noted during the inspections are corrected immediately. Actions taken to correct each deficiency shall be recorded on the inspection sheet.

Appendix "A"

Unit's Name:

CO / Director Name:

XO / Deputy Name:

ECC's Name:

Alt ECC Name:

Officers	SNCO	E-5 & Below	8056	Civ

**Work Space**

Building Number	Supervisor's Name	Number of Employees

**Practices for Bldg.**

Practice

Total Practices

Annual Environmental Training Plan – ECC/Unit Inspection Checklist
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Date:	Time:
Installation:	Work Center:
Inspector's Name:	Signature:

Inspection Items	Yes	No	Comments
1 Does the unit have a command endorsed annual environmental training plan?			
2. Does the training plan indicate who, how and when will be trained and the completion of training for the FY.			
3. Does the training plan indicate that 100% of the unit will receive general environmental awareness training?			
4. Are training and inspection records maintained and available for inspection?			

**ADDITIONAL COMMENTS:**

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**CORRECTIVE ACTION TAKEN:**

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**Environmental Compliance Coordinator**

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_